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2 October 1953

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MEMORANDUM FOR: ✓ Chief, Records Services Division
Chief, Printing and Reproduction Division
Chief, Space, Maintenance and Facilities Division

SUBJECT: Funds Allotment and Obligation Control

1. The policy of the General Services Office is to operate at a minimum level of costs and expenditures. Each Division Chief has been directed to thoroughly screen requests received from operating activities for service or action by the General Services Office, questioning the necessity of the work and generally striving for greater efficiency and reduced costs.

2. No obligations are to be incurred until it has been determined that an adequate balance is available in the allotment account chargeable for such obligation.

3. A memorandum record of obligations against the funds allotted to the various allotment accounts of the General Services Office is being maintained in the Office of the Chief, General Services. All financial transactions affecting the GSO allotment accounts should be reflected thereon. Effective immediately, therefore, all requests, work orders, travel orders, and other documents which will result in the obligation of funds will, after appropriate screening and signature, be routed, with estimated costs indicated thereon, through the Administrative Officer prior to dispatch outside of GSO for action. This includes all obligation documents not requiring the approval of the Chief or Deputy Chief, General Services, which have heretofore been forwarded directly to the Logistics Office, Government Printing Office, GSA, etc. Information will then be available from the Administrative Officer at any time as to the current status of allotted funds.

4. Each Division Chief in the General Services Office will receive copies of the Advices of Allotment Authorization and the monthly Reports of Obligations and Expenditures by Object Classes received from the Fiscal and Finance Divisions for those allotment accounts under his jurisdiction.

5. The cooperation of everyone concerned is solicited with a view to reducing the costs of operation wherever possible.

Chief, General Services Office

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